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NE DIVISION
RECORDS OFFICER'S MANUAL
FOR THE
MAINTENANCE AND DISPOSITION OF RECORDS

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PART A

RESPONSIBILITIES OF PRINCIPAL RECORDS OFFICERS

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PART A

RESPONSIBILITIES OF PRINCIPAL RECORDS OFFICERS

NE Division Principal Records Officers will handle records matters as outlined below under the immediate supervision of their unit chief, receiving technical guidance and advice from the NE Records Management Officer. Principal Records Officers will:

1. Serve as a source of information on records matters for their units.
2. Approve or release request for RID action which originated in the unit. This will normally include, but not be limited to, the procedures listed below.
 - a. Establishment of CS Files
 - b. Downgrading of Top Secret Material
 - c. Desensitizing of KAPOK and RYBAT material
 - d. Retirement of Files
 - e. Destruction of Files
 - f. Destruction or Correction of CS Main Index Cards
 - g. Transmit Material to Vital Materials
 - h. Recovery of Retired Material

Principal Records Officers should become thoroughly acquainted with each of the above procedures.

The "General Instructions" section of this manual lists, in general terms, the procedures to be followed together with the necessary form for each. Chapter V of the [] provides a ready reference to regulatory issuances covering these and other records procedures.

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PART B

GENERAL INSTRUCTIONS

1. How to open official CS files
2. How to downgrade Top Secret documents
3. How to desensitize KAPOK and RYBAT documents
4. How to retire inactive files
5. How to destroy files
6. How to destroy or correct main index cards
7. How to transmit material to Vital Materials
8. How to recover retired documents (material)

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PART B

GENERAL INSTRUCTIONS

1. HOW TO OPEN OFFICIAL CS FILES

a. HOW TO OPEN AN OFFICIAL CS 201 FILE

When an individual becomes of sufficient CI/CE or operational interest to create a dossier on that individual a 201 should be opened. This is accomplished by completing Form 831 and forwarding it to RID/[redacted]. The RO's signature is not necessary to open a 201, however, his signature is necessary on requests for partial consolidation of existing 201 files (Form 362).

b. HOW TO OPEN AN OFFICIAL CS SUBJECT FILE

Impersonal Subjects Files are opened by the submission of a completed Form 812; this form must be signed by the Records Officer. The first two copies of Form 812 are for headquarters use while the third and fourth copies are to be sent to the Station(s) having primary responsibility for the subject in question. The originator of Form 812 will address the third and fourth copies to the appropriate stations at the time the form is made out.

NOTE: Official CS Subject Files may be amended, closed, or destroyed by completing the proper portions of Form 812. Forward to NE/RMO.

c. HOW TO OPEN AN OFFICIAL CS PROJECT FILE

An official CS Project File may be opened by the submission of a completed Form 812; this form must be signed by the Records Officer. The first two copies of Form 812 are for headquarters use while the third and fourth copies are to be sent to the Station(s) having primary responsibility for the Project in question. The originator of Form 812 will address the third and fourth copies to the appropriate Station(s) at the time the form is made out.

NOTE: Official CS Project Files may be amended, closed, or destroyed by completing the proper portions of Form 812 indicating disposition or change. Forward to NE/RMO.

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2. HOW TO DOWNGRADE TOP SECRET DOCUMENTS

If you are the originator or the Records Officer having jurisdiction over the contents of a Top Secret document, mark or stamp on the Top Secret coversheet (Form 26) "Downgrade to _____ (New Classification)", affix your signature, organization, and date; then forward to RID/TSCO through normal Top Secret control channels.

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3. HOW TO DESENSITIZE KAPOK AND RYBAT DOCUMENTS

- a. Cross out the KAPOK or RYBAT indicator on the first page of each document, enclosure or attachment, place the word DESENSITIZED together with your initials on the first page.
- b. Notify and/or coordinate with other CS elements if necessary.
- c. A group of documents may be desensitized under one cover sheet by placing the word DESENSITIZED together with your initials on the cover sheet.
- d. KAPOK and RYBAT documents in official CS files are automatically desensitized when sent to RID. You may restrict the entire file if necessary.
- e. Forward all desensitized documents to RID/ ☐ (indicate the CS file in which they are to be filed).

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4. HOW TO RETIRE INACTIVE FILES

a. Official Project Files

Obtain Records Center boxes and copies of Form 1666, "Transmittal of Inactive CS Records", from the building supply officer. Fill out the Form 1666 as prescribed in [] and transfer the records to RID/[]

b. Official 201 Dossiers

If on permanent charge to your desk, attach a completed Form 1666 and return to RID/[] Temporarily charged out 201 folders may be returned to RID custody simply by placing in your outgoing box with routing slip addressed to RID/[]

c. Official Subject Files

(1) Active Files: Return to RID/[] Form 1666 is not necessary) after removing all non-official paper e.g., carbon copies, duplicate copies, drafts of finished material and etc., and after official CS copies which are of no permanent value have been removed and forwarded to RID/[] for destruction. Forward other papers which should be indexed into or cross referenced to the file to RID/[] with the notation "Please process the attached material into CS file [] and forward to RID/[]

(2) Inactive Files: Retire to RID/[] using Form 1666. Process same as "Active Files", (1) above. Desk material may remain in the file without any processing.

d. Auxiliary Files

Auxiliary files (i.e. not official CS file) consisting of cards, folders, etc., may be retired directly to the Agency's Records Center by using Form 140, "Records Retirement Request". Obtain Records Center boxes, copies of Form 140 and Form 14, "Records Storage Box Label", from your building supply officer. Consult your RMO for further details.

e. Overt Material

Overt material--newspapers, magazines, and other such publications--should be retired to Branch One of the CIA Library indicating a recommended retention period for specific publications. Where, however, such material is received under an official covering document, the covering dispatch will be retained in or retired by the Clandestine Services with appropriate notes thereon as to the disposition of the overt material.

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5. HOW TO DESTROY FILES

a. Auxiliary file containing some official CS record copies:

Withdraw all official CS record copies, bundle them together and forward to RID/□ with one stamped destruction authorization for the bundle. The remainder of the auxiliary file may be destroyed in the office.

b. Auxiliary file not containing official CS record copies:

Place in sugar bags in bulk without tearing individual documents. The sugar bags should then be labeled "Bulky Destruction" and placed in the classified waste storage room.

c. Any file containing Top Secret material:

Remove the TS documents and transfer them to RID/□ by regular top secret control channels with authorization for RID to destroy the documents. (Note: All TS documents should be returned to RID for destruction.) The remainder of the file classified below Top Secret may be destroyed as prescribed in paragraphs a. and b. above.

d. Official CS file:

Complete destruction may be accomplished by filling out Form 1456, "Authority for Destruction of RID File", or by appropriate notation on Form 812, "Subject and Project File Request and Field Notification of Action", and forwarded to RID/□ Partial destruction up through a certain year and month may also be accomplished by using Form 1456. In all cases send material to be destroyed along with the particular form concerned.

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6. HOW TO DESTROY OR CORRECT MAIN INDEX CARDS

Records Officers will sign off on Form 362 after desk personnel have "green D'd" worthless index cards, green pencilled corrections, deletions or additions on the cards and the request form and documents are ready for return to RID.

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7. HOW TO TRANSMIT MATERIAL TO VITAL MATERIALS

- a.** Vital documents will be deposited in Vital Materials within 30 days after receipt of the document by the branch (see your VM Deposit Schedule) by completing four copies of Form 620 and forwarding the material to be deposited together with the Form 620 to the NE/RMO. You should retain the white copy until return of the receipted blue copy.
- b.** Normally material will not be enveloped, however, in the case of extrasensitive material it may be enveloped and sealed by the originator and forwarded together with completed Form 620 to the NE/RMO.
- c.** For Top Secret material complete Form 620, in the same manner as for routine material, and attach same to documents which bear the classification Top Secret and which you require be deposited in Vital Materials, routing same to the NE/RMO through established Top Secret control channels.

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8. HOW TO RECOVER RETIRED DOCUMENTS (MATERIAL)

When recalling retired records from RID/[] the Job number and the Box number used for retiring records should be indicated (see your copy of Form 1666). It is not necessary to recall the entire box if such is not required. Specific files or folders may be recovered by furnishing RID/[] with adequate identification of the desired file (folder) together with the retiring Job number. Submit a Form 490 for routine requests or phone RID/[] for priority requests; in either case give the required information listed above according to your needs.

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NE Division

RECORDS CONTROL SCHEDULES

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SECTION I

Administrative and Support Files

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3. Records Management File

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

1

File Title

Support Staff Subject Files

Description of Files

These files ordinarily consist of correspondence, memos, reports, dispatches and cables relating to the overall administration of Division or Staff support responsibilities. Contents of the file relate largely to the implementation of established policy and procedure. The subject matter of the files varies but relates commonly to budget, fiscal, logistics, security, personnel, and training functions.

Recommended File System

By subject (in accordance with).

Authorized Disposition

Cut-off files annually; hold two years, then destroy.

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(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

2

File Title

Regulatory Issuances

Description of Files

- a. Agency and DD/P Issuances - Regulations, instructions, notices and handbooks issued by the Agency and DD/P.

(1) Complete annotated sets.

(2) Selected copies maintained by Division components as pertinent to their functions and responsibilities.

b. Division Issuances

(1) Record set of issuances originated by the Division prescribing policy, guidance, procedures, responsibilities, designations and other internal management matters.

(2) Reference sets maintained by the various components of the Division.

Recommended File System

File by type of issuance and by number or date thereunder.

Authorized Disposition

- a. (1) Destroy individual issuance when rescinded.
(2) Destroy when rescinded or no longer needed.
- b. (1) Retire rescinded and inactive portions annually to the Records Center for permanent retention.
(2) Destroy when rescinded or no longer needed.

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NE RECORDS CONTROL SCHEDULE

Item Number

File Title

3

Records Management Files

Description of Files

Consists of files accumulated by the Division Records Management Officer reflecting various records activities. Such files may contain inventories, reports, studies, and reference material collected and maintained to perform the records management functions.

Recommended File System

File by subject.

Authorized Disposition

Destroy as superseded or when no longer needed.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

4

File Title

Personnel Subject Files

Description of Files

These are administrative reference files accumulated in the course of performing personnel support functions. Included in the files are copies of directives and procedural instructions as well as correspondence, reports, cables and dispatches. This material relates to such subjects as T/Os; position descriptions; assignments; reassignments; vacancies; recruitment; promotions; and other matters pertaining to personnel administration. Ordinarily correspondence with Branches and other headquarters components is filed here.

Recommended File System

By subject (in accordance with).

Authorized Disposition

Cut-off files annually; hold 2 years, then destroy.

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(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

5

Personnel Folders (soft)

Description of Files

- a. Staff employees and staff agents individual personnel folders maintained by the Personnel Officer for employees of the Area Divisions. Filed here are copies of papers documenting all personnel actions affecting the individual. Also present are copies of fitness reports, and correspondence, cables and dispatches pertaining to assignment, training, processing and travel of the employee.
- b. Contract Employees.
These files ordinarily contain a copy of the contract along with copies of instructions, reports, correspondence, dispatches and cables pertaining to the employee and status of his contract.
 - (1) Type A Employees.
 - (2) All Others.

Recommended File System

Alphabetically.

Authorized Disposition

- a. Upon separation forward file to Records and Services Division, Office of Personnel for screening. Upon transfer screen and forward to gaining office.
- b. (1) Upon termination screen out and destroy duplicate material and transfer to Contract Personnel Division, OP.
 - (2) Upon termination screen out and destroy duplicate material. Place folder in inactive file; break file annually; hold for one year and then transfer to Records Center. Dispose of at Records Center in accordance with General Records Schedule 1, Appendix B, Title 3, Federal Records.

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

6

File Title

Personnel Folders (Branch)

Description of Files

Individual folders on staff employees, staff agents, contract employees, and military personnel assigned to the Branch or its overseas posts. Folders contain copies of correspondence and forms documenting employment history, official personnel actions, and Branch copies of fitness reports of the employees assigned to the Branch. Contents of these folders are mostly duplicated in the (soft) folders maintained by the Personnel Officer and the official personnel folders in the Office of Personnel. However, these folders may also contain sensitive documents not duplicated elsewhere in the Agency.

Recommended File System

File alphabetically by name.

Authorized Disposition

Upon termination of services with the Branch, destroy papers duplicated elsewhere, withdraw and retain papers that cannot be downgraded and transfer the residue to the NE Division Personnel Officer.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

7

File Title

Personnel Card Files

Description of Files

- a. Employee Records Cards (Form OF 4b).
A card is maintained for each employee. Notations of all personnel actions and completed training are posted to this form.
- b. Position Inventory Files.
These files are ordinarily maintained on SF 7d along with OF 4b above. They provide a current record of authorized and established positions, both filled and vacant.
- c. Locator Cards.
These are IBM cards furnished by Office of Personnel for each employee. The cards bear home and office addresses and phone numbers.

Recommended File System

- a. and b. By organization and grade thereunder.
- c. Alphabetically.

Authorized Disposition

- a. Upon intra-agency transfer, forward card to gaining office. Destroy on separation or termination.
- b. Destroy on cancellation of position.
- c. Return card to Machine Records Division, O/Comptroller as instructed thereon.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

8

Personal Papers

Description of Files

Consists of personal papers held in storage for individuals who have gone overseas. These papers are the personal property of the individual and no official CS documents are maintained in these files.

Recommended File System

Alphabetically by name of employee.

Authorized Disposition

Return to individual upon return from overseas. These files may also be stored at the Records Center and recalled individually as employees return.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

9

File Title

T/O Files

Description of Files

Consists of records relating to the staffing pattern such as copies of monthly T/O reports; T/O change authorizations; manning tables and IBM listings of employees by grade and date of grade.

Recommended File System

By subject.

Authorized Disposition

Destroy when superseded or obsolete.

S-E-C-R-E-T

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(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

10

File Title

Security Subject Files

Description of Files

A file of correspondence, reports, surveys, copies of dispatches and cables, and copies of internal and external issuances and instructions pertaining to security clearances and the general administration of the security support function. Ordinarily correspondence with Branches and other headquarters elements is filed here.

Recommended File System

By subject (in accordance with)

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Authorized Disposition

Destroy after 2 years. Break files annually; hold 2 years, then destroy.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

11

File Title

Clearance Files

Description of Files

These files are used as a control over status of clearances requested from O/S. Consists of cards or other forms bearing name of individual, date of request, and type of clearance.

Recommended File System

Alphabetically.

Authorized Disposition

Destroy after transfer or separation.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

12

File Title

Cover Files

Description of Files

Consists of cards or other forms bearing name of individual, kind of cover and date of cover.

Recommended File System

Alphabetically.

Authorized Disposition

Destroy after transfer or separation.

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S-E-C-R-E-T

(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

13

Finance Subject Files

Description of Files

25X1 A general file of correspondence, reports, memos, copies of instructions and internal issuances relating to administration of the finance support function at headquarters [redacted] as well as those of the Section. Ordinarily, correspondence with Branches and other headquarters components is filed here.

Recommended File System

By subject.

Authorized Disposition

Destroy after 2 fiscal years. Break files at end of each year; hold for 2 years and destroy.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

14

Budget Files

Description of Files

These files ordinarily include copies of instructions, narrative and statistical statements of requirements, copies of operational programs, preliminary estimates, office estimates, copies of budget presentations and related work papers. These are files that accumulate during the process of preparing Staff and Division budget presentations for the Budget Division, Office of the Comptroller.

Recommended File System

By fiscal year.

Authorized Disposition

Destroy after 3 fiscal years. Break files annually; hold for three years, then destroy.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

15

File Title

Allotment Files

Description of Files

- a. Copies of advices for headquarters and the field.
- b. "blue chip" copies of advices.
- c. Allotment control ledgers showing obligations, expenditures, and status of allotments.
- d. Status of Allotments. These reports are prepared monthly and forwarded to Finance Division. Copies are distributed to Branches and the field.

Recommended File System

- a. By fiscal year and allotment account number thereunder.
- b. By fiscal year.
- c. By fiscal year and country and/or station thereunder.
- d. By fiscal year and monthly thereunder.

Authorized Disposition

- a. Destroy after 3 fiscal years. Break files annually; hold for 3 years, then destroy.
- b. Same as a. above.
- c. Destroy 10 years after close of fiscal year involved. Break files annually; hold for two years, then transfer to Records Center.
- d. Destroy after 3 fiscal years. Break files annually; hold for three years, then destroy.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number	File Title
16	Obligation Files

Description of Files

- a. Consists of copies of obligation documents such as requisitions, travel orders, requests for payments and advances and related vouchers and supporting documents used in accounting for expenditures.
- b. Other copies of obligation documents such as requisitions and travel orders maintained solely for convenience of reference.

Recommended File System

- a. By fiscal year and allotment number thereunder.
- b. Conform to office practice.

Authorized Disposition

- a. Destroy after 3 fiscal years. Break files annually; hold for 3 years, then destroy.
- b. Destroy when no longer needed for reference.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

17

File Title

General Ledger Runs

Description of Files

These are monthly IBM runs furnished by the Office of the Comptroller showing expenditures, property issues and cost listings. Used in reconciliation of accounts.

Recommended File System

By fiscal year.

Authorized Disposition

Destroy after 3 fiscal years. Break files annually; hold for 3 years, then destroy.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

18

Payrolls

Description of Files

These are copies of IBM runs furnished each pay period by the Office of the Comptroller.

Recommended File System

By fiscal year and allotment number and pay period thereunder.

Authorized Disposition

Destroy at the end of fiscal year.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

19

File Title

Project Accounting Files

Description of Files

Contains copies of project authorizations and correspondence, dispatches, cables and related papers pertaining to the administration of project funds.

Recommended File System

By allotment account number.

Authorized Disposition

Destroy 1 year after termination. Place terminated projects in inactive file; hold 1 year and destroy.

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S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

20

File Title

Station Accountings

Description of Files

These are monthly accountings received from the field in duplicate.
Originals are forwarded to Finance Division.

Recommended File System

By fiscal year and thereunder by country and/or station.

Authorized Disposition

Destroy after 3 fiscal years. Break files annually; hold 3 years,
then destroy.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

21

Imprst Fund Files

Description of Files

Consists of copies of monthly accountings made to Finance Division and letters of instructions authorizing expenditures of funds.

Recommended File System

By month.

Authorized Disposition

Destroy after audit and clearance.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

22

File Title

Overtime Files

Description of Files

Contains requests for overtime and reports of overtime worked.

Recommended File System

By pay period.

Authorized Disposition

Destroy after 1 fiscal year.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

23

File Title

Employee Accountings Files

Description of Files

These files are maintained to record requests for advances, payment of allowances; accountings, travel orders and other financial transactions affecting individuals. Such files are ordinarily maintained on cards or in folders containing extra copies of obligation documents and cover Staff employees, Staff agents, and contract employees.

Recommended File System

By fiscal year and alphabetically thereunder.

Authorized Disposition

Destroy when no longer needed for reference. Do not retain after separation, termination or transfer.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

24

File Title

Logistics Subject Files

Description of Files

A general file of correspondence, reports, copies of cables and dispatches, copies of instructions and internal issuances relating to administration of logistics support functions at headquarters and in the field as well as those of the Section. Ordinarily, correspondence with Branches and other headquarters components is filed here.

Recommended File System

By subject.

Authorized Disposition

Destroy after 2 years. Break files annually; hold 2 years, then destroy.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

25

Memorandum Receipt Files

Description of Files

- a. Signed copies of memorandum receipts for non-expendable property.
- b. Copies of Consolidated Memorandum Receipt Listings (IBM) furnished by Office of Logistics.

Recommended File System

- a. Alphabetically by name.
- b. Alphabetically by station.

Authorized Disposition

- a. Destroy after turn in of property.
- b. Destroy when superseded.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

26

File Title

Requisition Files

Description of Files

a. Requisitions

Consists of copies of field requisitions and shipping documents furnished by the Office of Logistics.

b. Headquarters Requisitions

Copies of requisitions prepared by the section for headquarters and field.

Recommended File System

a. Numerically by station allotment number.

b. Numerically by requisition number.

Authorized Disposition

a. and b. Destroy after 2 years. Break files annually; hold 2 years, then destroy.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

27

Table of Vehicular Allowance (TVA) Files

Description of Files

Contains table of vehicular allowance for stations and projects. Included are copies of justifications and authorizations.

Recommended File System

By country and/or station and project thereunder.

Authorized Disposition

Destroy when superseded or cancelled.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

28

File Title

Property Card File

Description of Files

These cards are used to control issue and stock levels of non-expendable items. Shows to whom item is charged and where and balance on hand.

Recommended File System

Alphabetically by name of equipment.

Authorized Disposition

Destroy cards with zero balances after confirmation of CMR (Consolidated Memorandum Receipt) report.

S-E-C-R-E-T

S-E-C-R-E-T

SECTION II

CHRONOLOGICAL FILES

29. Chronological Files

- a. Cables
- b. Field Information Reports
- c. Dispatches A and W
- d. Dispatches S and T
- e. Memoranda
- f. CIA Information Reports (Published Dissems)
- g. KAPOK and RYBAT

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

29

Chronological Files

Description of Files

Extra copies of correspondence, cables, information reports, and other material listed below, held for convenience of reference:

- a. Cables
- b. Field Information Reports (3-letter symbol series) other than published disseminations (see f. below)
- c. Dispatches - To and From headquarters - Operational "A" and "W"
- d. Dispatches - To and From headquarters - Administrative "S" and "T"
- e. Memoranda - Inter or intra division, branch or headquarters components
- f. CIA Information Reports (published disseminations)
- g. KAPOK and RYBAT sensitive indicators (see Sensitive Document Files)

Recommended File System

File by symbol and number (which approximates chronological sequence) or by source and date.

Authorized Disposition

Cut off at end of each month and destroy:

- | | |
|--|----------------|
| a. Cables | after 6 months |
| b. Field Information Reports | after 2 years |
| c. Dispatches (Operational "A" & "W") | after 2 years |
| d. Dispatches (Administrative "S" & "T") | after 6 months |
| e. Memoranda | after 2 years |
| f. CIA Info Reports (published dissem.) | after 1 year |

S-E-C-R-E-T

S-E-C-R-E-T

SECTION III

SENSITIVE DOCUMENT FILES

30. Top Secret Files
31. Sensitive Indicator Files (RYBAT and KAPOK)
32. Cryptic Reference Files (Branch/Staff)
33. Cryptic Reference Files (Division)

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

30

File Title

Top Secret Files

Description of Files

Consists of official CS and non-official copies of documents bearing the classification "Top Secret" and a Top Secret control number.

Recommended File System

File by TS number; source symbol and number, or by date.

Authorized Disposition

Review annually for possible destruction. When no longer needed transfer to by regular Top Secret control channels with an authorization for RID to destroy the documents (and/or where appropriate, downgrading).

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

31

File Title

Sensitive Indicator Files
(KAPOK-RYBAT)

Description of Files

Consists of both CS record copies and non-record copies of sensitive documents which bear the sensitivity indicator RYBAT or KAPOK. These files are maintained separately from non-sensitive material and will usually contain both administrative and operational documents.

Recommended File System

Maintain alphabetically by station symbol then numerically by document number. Note: Branch (originator - or actionee) has the responsibility for maintaining the CS Copy of all KAPOK and RYBAT documents.

Authorized Disposition

Destroy non-record copies when no longer needed - (3 years). Maintain CS record copies for life of sensitivity then file in appropriate official CS file or forward to for destruction.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

32

File Title

Cryptic Reference Files
(Branch/Staff)

Description of Files

Files consist of cards and/or notebooks maintained to record all sensitive and non-sensitive pseudonyms, cryptonyms, aliases, and indicators of interest to the branch.

Recommended File System

Must be maintained and filed according to the mandatory "four part breakdown" i.e. Part 1. Alphabetically by true name; Part 2. Alphabetically by cryptonym, pseudonym, alias, or indicator; Part 3. Numerical true name; Part 4. Numerical cryptonym, pseudonym, alias, or indicator. True identities (parts 1 & 3) must be held in a separate safe from the cryptonym, pseudonym, indicator and aliases (parts 2 and 4).

Authorized Disposition

After notifying the Division Cryptic Reference Officer of cancellation and termination, maintain for 3 months, then destroy.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

33

Cryptic Reference Files (Division)

Description of Files

Consists of cards and/or notebooks maintained to record all sensitive and non-sensitive cryptonyms, pseudonyms, aliases and indicators assigned to, or of interest to, the Division. The Division Cryptic Reference Files are the files of record for all cryptonyms, and indicators which begin with or are prefixed by the two letter digraph assigned to the Division.

Recommended File System

Must be maintained and filed according to the mandatory "four part breakdown" i.e. Part 1. Alphabetically by true name; Part 2. Alphabetically by cryptonym, pseudonym, alias, or indicator; Part 3. Numerical true name; Part 4. Numerical cryptonym, pseudonym, alias, or indicator. True identities (parts 1 and 3) must be held in a separate safe from the cryptonym, pseudonym, indicator and aliases (parts 2 and 4).

Authorized Disposition

To be maintained permanently. (Note: to be microfilmed yearly for the Vital Materials Program.)

S-E-C-R-E-T

S-E-C-R-E-T

SECTION IV

DOCUMENT CONTROL FILES

34. Document Control Files

- a. Cables (other than State)
- b. Cables (State)
- c. Dispatches
- d. Pouch Manifests
- e. Document Abstracts
- f. Top Secret
- g. Logs (File Control)
- h. Chronos used as a log

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

34

Document Control Files

Description of Files

These are log records consisting of any forms, notebooks, cards, or documents maintained solely for the purpose of recording the receipt, transmittal, disposition, or location of material originating from or received by headquarters.

- a. Cables (other than State)
- b. Cables (State)
- c. Dispatches
- d. Pouch Manifests
- e. Document Abstracts
- f. Top Secret
- g. Logs (file control)
- h. Chronos used as a log (see Chrono Files for authorized disposition)

Recommended File System

Maintain in chronological or numerical order.

Authorized Disposition

- a. Destroy after 6 months.
- b. through e. Destroy after 1 year.
- f. Branch Control Point - When document has passed out of Branch Control Point, clear card with Division Control and destroy.
Division Control Point - When document has passed out of Division control, destroy Division card after receipt of cancelled card from
- g. Destroy after 1 year.

S-E-C-R-E-T

SECTION V

OPERATIONAL FILES

- 35. Managerial File
- 36. Briefing Material File
- 37. Official CS Project File
- 38. Desk Project File
- 39. Official CS 201 File
- 40. Non-201 Personalities
- 41. Official CS Subject File
- 42. Desk Subject File

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

35

File Title

Managerial Files

Description of Files

These are files maintained usually for the Division, Branch, and Staff chiefs reflecting various plans, policies, and procedures of the component. Files contain copies of DCID's, CS Administrative Plan, Global War Plan, and similar material used in managing the substantive functions of the Division or Branch.

Recommended File System

File by subject

Authorized Disposition

Destroy when superseded or obsolete.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

36

File Title

Briefing Material File

Description of Files

Consists of a collection of various post reports, published material, and correspondence maintained as a reference file for briefing employees going to the field.

Recommended File System

File by Subject

Authorized Disposition

Destroy individual documents when obsolete or superseded.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number	File Title
37	Official CS Project Files

Description of Files

1. Any file which documents a particular covert operation engaged in by the Division whether formally approved or not is an Official Project file.
2. A project file is the repository for Official CS records documenting the development, implementation, operations, support, production and discontinuance or termination of any covert operation or activity which may involve the use of one or more individuals for specified purposes and which requires a commitment of funds, materials, services or other obligations on a continuing basis.
3. These operations are assigned basic cryptonyms while agents under the operation are assigned cryptonyms with slant number. (Project EXAMPLE; Agent EXAMPLE/1)

Recommended File System

All official project files should consist of four basic, numbered sections in this order: 1) Development and Plans; 2) Support; 3) Operations; 4) Production. Within each section, all CS documents (including RID copies of cables) shall be filed chronologically by the file and serial number assigned by RID or Hq. Branch. Documents not processed by RID shall be filed chronologically in the same folder.

The entire project file(s) shall be maintained in either alphabetical order by project cryptonym or numerically by project file number.

Authorized Disposition

Cut off and destroy Production portion on renewal of the project. Retire the Development and Plans and Support portions of active projects when two years old where possible--use Form No. 1666.

Retire to when terminated (or otherwise inactive).

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

38

Desk Project Files

Description of Files

A Desk Project File is an unofficial repository for carbon copies of documents which have been classified (numbered) into an official project file for which another Division or Agency component has responsibility, but which is of current interest to the desk.

These pertain to projects of other Division or Agency components which are being run from an area for which NE Division has responsibility.

Recommended File System

Maintain files alphabetically by project cryptonym with documents (carbon copies) filed chronologically within each project.

Authorized Disposition

Destroy when terminated by responsible Agency component or when no longer of interest to the Desk.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

39

File Title

Official CS 201 Files

Description of Files

Consists of official files of CS record copies of documents established as an Official 201 by the CS central file system, on personalities of extensive reporting and CI investigation, prospective agents and sources, and members of groups and organizations of continuing target interest. The material includes PRQ's, copies of contracts, job summaries, service records, biographic information and other related material. 201's are established with the opening of Form 831, "Personality File Request". Cryptonyms are usually assigned to personalities of operational interest.

Recommended File System

File alphabetically by either true name or cryptonym or numerically by 201 number.

Authorized Disposition

Retire to when inactive.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

40

File Title

Non-201 Personalities

Description of Files

Consists of non-201 personalities files maintained on individuals as being of possible operational or CI interest. Documents are generally duplicated in the official CS Subject, Project or 201 files.

Recommended File System

Alphabetical by name.

Authorized Disposition

Open official 201 file when individual develops operational or CI interest and destroy duplication. Destroy file when CI or operational interest does not develop after two years.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

41

Official CS Subject Files

Description of Files

Consists of official files of CS record copies of documents established as a "Subject" by the CS central file system and maintained by the Divisions on a permanent charge basis. Individual folders contain copies of Form 812 (or similar form) authorizing the opening of the subject folder. Contains CS record copies of all pertinent documents stamped "CS Copy" and contains cross reference sheets. Documents have all been processed through the RID central control and retrieval system.

Recommended File System

File by CS file number or alphabetically by subject.

Authorized Disposition

When no longer of current interest to the Division, return inactive portions or complete file series to RID/Files by routing sheet. Prepare Form 812 for any amendments, closings or file consolidations and forward to

25X1

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

42

Desk Subject Files

Description of Files

Consists of auxiliary files maintained by the desk officers as being of general operational, CI or reports interest and used for background or reference purposes. Files contain extra copies of correspondence, information reports, studies and publications, printed matter, reference material, etc., received from various sources. The CS record copies of these documents are maintained in the Official CS Subject Files.

Recommended File System

File alphabetically by subject.

Authorized Disposition

Screen annually and destroy material over two years old. (EXCEPT that CS record copies interfiled in the desk file must be withdrawn and forwarded to with proper destruction authorization in order to clear the controls and purge the index cards.)

S-E-C-R-E-T

SECTION VI

MISCELLANEOUS FILES

- 43. Working Papers
- 44. Classified Storage
- 45. Blank Forms (Classified)
- 46. Reference Publications File

S-E-C-R-E-T

~~S-E-C-R-E-T~~
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

43

File Title

Working Papers

Description of Files

A collection of documents and folders from various sources as well as rough notes, drafts, forms, etc., accumulated and temporarily maintained separate from any file system until a specific job has been completed. This collection may also include folders and documents temporarily charged-out of a file system.

Recommended File System

Maintain in an order most convenient to the user.

Authorized Disposition

Upon completion of a specific job, return loaned folders and documents to file and destroy the remaining papers.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

44

Classified Storage

Description of Files

Safe space maintained solely as a temporary storage space for bulky documents and other materials awaiting distribution or other action.

Recommended File System

No arrangement

Authorized Disposition

Maintain only the amount of space necessary to meet the needs of the office.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

45

Blank Forms (Classified)

Description of Files

These are local stocks of classified blank forms maintained by the offices for day-to-day use. Classified forms must be stored in safes because the information contained on them is classified. The classification will appear at the top and bottom of each page. Examples of classified forms are: PRQ Part I, PRQ Part II, and Pseudonym Acknowledgement Form. (Do not confuse with forms which bear the classification "SECRET (When Filled In)".)

Recommended File System

File by form title or by form number.

Authorized Disposition

Maintain a minimum stock level (30 day supply). Destroy when obsolete, superseded or rescinded.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

46

File Title

Reference Publications Files

Description of Files

Consists of printed copies of publications such as NIR's, Operational Aids, NIS's, Research Reports, newspapers, periodicals, maps, and similar material (both classified and unclassified) maintained for reference purposes.

Recommended File System

Maintain by title, series number, or date.

Authorized Disposition

Destroy when no longer needed.

S-E-C-R-E-T

S-E-C-R-E-T

SECTION VII

INDICES

- 47. Lists
- 48. Index Cards

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

47

File Title

Lists

Description of Files

Consists of machine listing or other types of lists of operational or
CI interest of orbit travelers, 201's, projects, subjects, or
other lists maintained and used as an index.

25X1

Recommended File System

Authorized Disposition

Keep only current issues; destroy old listings as they are replaced.

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

NE RECORDS CONTROL SCHEDULE

Item Number

File Title

48

Index Cards

Description of Files

Consists of Branch or Staff collection of cards on personalities and on impersonal subjects which contain identifying information leading to a document on substantive information on the person or subject concerned.

Recommended File System

File alphabetically by subject.

Authorized Disposition

Destroy the following types on a continuing basis:

- a. Cards containing non substantive information.
- b. Cards leading to documents which have been destroyed.
- c. Cards from which master or consolidated cards have been made.
- d. Cards which have been de-indexed or purged.

S-E-C-R-E-T